

# **THE VILLAGE OF COVINGTON**

## **ADMINISTRATIVE POLICIES**

### **BURIAL OF UNCLAIMED INDIGENT PERSONS**

Section 2.01

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### **POLICY**

In accordance with Section 5101.521, of the Ohio Revised Code (“Burial of Dead in Certain Cases”), the following provisions are set forth for the burial of an indigent person, when such person was not an inmate of a penal, reformatory, benevolent or charitable institution in this state, and when this person’s body is not officially claimed by any other person for private interment or cremation at their own expense:

#### **A COVINGTON RESIDENT:**

A. If such person’s body is found within the corporate limits of Covington, then the Village of Covington shall handle the burial arrangements, in the manner provided below, and assume the expenses.

B. If such person’s body is found in some other city or township of Miami County, or in some other county of the state, then the proper city, township or county officials shall handle the cremation arrangements and charge the expenses to the City of Covington. The amount of the charge cannot exceed the maximum allotment noted in Section 7 below.

#### **A NON-COVINGTON RESIDENT OF MIAMI COUNTY:**

If such person’s body is found within the corporate limits of Covington, then first notification to and arrangements for burial with the proper jurisdiction will be attempted. If this cannot be completed timely then the Village of Covington shall handle the burial arrangements in the manner provided below, and charge the expenses to the county, city or township in which the person had a legal residence at the time of their death.

In those cases as indicated above where the Village of Covington is charged with the responsibility for handling burial arrangements, the following procedure shall prevail and be adhered to:

1. Persons contacting the Village of Covington regarding indigent burials shall be referred to the Village Administrator. The Village Administrator shall determine all circumstances concerning the requested indigent burial, including whether or not the individual would be eligible for burial benefits from other authorized agencies. The Village is not responsible for any arrangements or services provided prior to determination of indigence and the Village’s authorization to proceed.
2. The Village Administrator shall forward or present to the next of kin, other responsible person or the funeral director, in that order, the “INDIGENT BURIAL APPLICATION” and “AFFIDAVIT OF INDIGENCY” form (see attached). These forms must be completed and immediately returned to the Village Administrator.

3. A conference with the Village Solicitor and Village Administrator may be made if the information received does not present a clear decision.
4. Based on the information provided on the INDIGENT BURIAL APPLICATION and the AFFIDAVIT OF INDIGENCY, the Village of Covington will determine indigent status of the deceased, and determine the authorized representative for the deceased.
5. If the deceased is determined to be indigent and if the authorized representative of the deceased is the Village of Covington, whenever possible the deceased's body will be donated to Wright State University's School of Medicine. If the body cannot be donated to the School, the body shall be cremated as authorized in section 2108.88 and 2108.89 of the Ohio Revised Code. If the deceased is determined to be indigent and if the authorized representative of the deceased is someone other than the Village of Covington, the authorized representative may choose to reassign responsibility to the Village of Covington to proceed with a cremation and burial of the cremations as stated below. A representative of the deceased may choose other burial options for the deceased and will assume all costs and liability associated with the burial.
6. Upon completion of the certification and verification of assets of the indigent's status, the Village of Covington shall contact a funeral home to make the necessary arrangements for an authorized indigent cremation and burial of cremains. Quotes from Covington Ohio funeral homes will be taken prior to making this choice. If the deceased has an authorized representative, that person shall be required to cooperate and execute all forms necessary to allow the funeral home to cremate the remains. If a funeral home has picked up a deceased's body but is not chosen to provide cremation and burial services, the funeral home providing the services will pay the funeral home which transported the body \$100 for transporting and retaining the deceased's body until it can be picked up by the Covington funeral home chosen to provide the cremation and burial services.
7. Only upon authorization of the Village of Covington, the funeral home director shall proceed with the cremation and burial services as arranged with the Village. These services may include a tent graveside set up for service, and the opening and closing of the grave as desired by the Village. The funeral director must provide, in accordance with state law, a stone or concrete marker at the grave, on which the name and age, if known, and the date of death of the indigent person shall be inscribed. All of the above services shall be included in the maximum burial allotment price.
8. The Village of Covington is authorized to pay for authorized indigent cremation and burial services of the cremains to a maximum of \$750 regardless of the burial site location. All payments shall be made directly to the funeral home upon receipt and Village approval of an itemized bill. The maximum allotment will include transportation and services rendered by funeral home, the cemetery for graveside services and the aforementioned marker. The above maximum applies to any request for reimbursement of the same services provided by another governmental entity for a Village of Covington deceased indigent.

9. Provided no other site is available, the Village of Covington and Highland Cemetery will provide a grave site in Highland Cemetery, Covington, Ohio. All burials will be done at Highland Cemetery during normal hours or between 10:00 a.m. and 3:00 p.m., Monday through Friday. No burials will be done on holidays recognized by Highland Cemetery. If the deceased or other party already has a burial plot in Miami or a contiguous county, that plot may be used. A maximum \$225 will be paid for the opening and closing of the grave during normal business hours.
10. If the deceased indigent is claimed by an indigent person, the Village will offer to the person the option of donating the body to Wright State University's School of Medicine or cremation by the Village. If the body is picked up by a funeral home at the request of an indigent claiming the body, and if the deceased is determined to be eligible under the Village's Indigent Burial policy, and if – subsequently – the deceased's body is donated to Wright State University's School of Medicine, the Village will pay the funeral home \$100.00 for transporting and retaining the deceased's body until it can be picked up by Wright State officials. No embalming shall be performed on the deceased when the body is to be donated to Wright State University. The funeral home will cooperate fully with the Body Donor Program complying with all their requirements.
11. Approximately six months after the burial, the Village Solicitor will complete a probate search to determine if a probate case has been opened on the deceased evidencing the deceased did have assets that could have been used to pay for the cremation and/or burial services paid by the Village on behalf of the deceased. The Village will then file with the courts a request for reimbursement from the estate of the above fees paid.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

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Edward L. McCord, Mayor